Note: The quickest way to submit an official 2015 IRS tax data is to use the IRS Data Retrieval Tool (DRT)https://www.youtube.com/watch?v=9ZNRdk3iXeM to link official IRS tax data to your FAFSA.

Requesting a Tax Return Transcript

Tax Filers can request a transcript at no charge, of their federal tax return for the 2015 tax year. You can request a transcript online, by telephone or mail. Once you and/or your parent has received the IRS Tax Return Transcript, please indicate your BSU student ID# on the top page and submit them directly to the Office of Financial Aid via:

Fax

301-860-3549

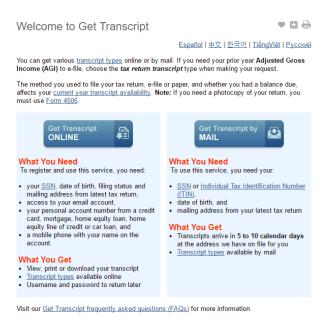
Or

Mail

BSU-Office of Financial Aid 14000 Jericho Park Road Bowie, MD 20715

Online Request, Get Transcript:

Get Transcript, https://www.irs.gov/individuals/get-transcript is an online IRS service to provide access to an electronic copy of an official IRS transcript



- Get Transcript, by Mail typically delivers transcript in 5-10 calendar days via postal mail to the address of record.
- Get Transcript Online, provides PDF version of transcript for users to view, print, and/or save. Additional
 authentication is required to establish a user account. A tax filer who is not able to successfully register for
 the Get Transcript Online will be able to request a tax return transcript using another method.

Telephone Request:

- Available from the IRS by calling 1-800-908-9946
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally, this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed either through the IRS or the US Postal Service, the IRS may have the updated address on file. For a joint tax return, use the primary tax filer's social security number, date of birth, street address, and zip or postal code.
- Select "Option 2" to request an IRS Tax Return Transcript and then enter "2015".
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript or an IRS Tax Account Transcript, whichever was requested, at the address included in their telephone request, within 5 to 10 business days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be mailed to an address other than the address on file with the IRS.

Request Tax Transcript by Paper Request Form – IRS Form 4506T-EZ:

IRS Form 4506T-EZ https://www.irs.gov/pub/irs-pdf/f4506tez.pdf should be used only when requesting an IRS Tax Return Transcript.

- Download at http://www.irs.gov/pub/irs-pdf/f4506tez.pdf
- Complete lines 1 4, following the instructions on page 2 of the form. Note that line 3 should be the most current address as filed with the IRS. It is the address where the IRS Tax Return Transcript will be sent. If the address has recently changed, include the address listed on the latest tax return filed on Line 4. However, if an address change has been completed through either the IRS or the US Postal Service, the IRS may have the updated address on file.
- Line 5 provides tax filers with the option to have their IRS Tax Return Transcript mailed directly to a third party by the IRS.

Institutions are responsible for notifying aid applicants whether to list the institution as the third party to receive the Transcript or not. Some institutions may have difficulty matching a parent's incoming IRS Tax Return Transcript to the aid applicant, as the two names may be different.

- On line 6, enter "2015" to receive tax information for the 2015 tax year that is required for the 2017-2018 FAFSA.
- The tax filers must sign and date the form and enter their telephone number. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign the Form 4506T-EZ exactly as your name appeared on the original return. If you changed your name, also sign your current name.
- Mail or fax the completed IRS Form 4506T-EZ to the appropriate address (or FAX number) provided on page 2 of Form 4506T-EZ.
- Tax filers can expect to receive their transcript within 10 business days from the time the IRS receives and
 processes their signed request. NOTE: Processing Form 4506T-EZ means verifying/validating the information
 provided on the form. If any information does not match IRS records, the IRS will notify the tax filer that it was
 not able to provide the transcript.